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Evaluation and Assessment

Percentage Breakdown for the Course:

Lab Reports	30 %	see pages iv and vi for more details
Exams	45 %	see page iv for more details
Practical Assessment	15 %	see page iv for more details
Laboratory Journal	10 %	see page iv for more details

Course Policies

Attendance

Laboratory attendance is compulsory. Failure to attend a lab without a written medical excuse will result in a mark of '**N**' (**incomplete**) for the course. A change of lab section must be arranged with the lab instructor **prior** to the lab period. Students who miss a lab for medical reasons are responsible for maintaining their lab journal and for obtaining the data needed to write up the lab report.

It is important to arrive on time. Students who arrive after a pre-lab quiz has begun will not be given extra time to complete the quiz. No makeup quizzes will be given for students who arrive after a quiz is over. The instructor reserves the right to refuse late arrivals or withhold practical marks associated with that lab if a student shows up late without a legitimate reason.

Late Assignments or Lab Reports

Late assignment or lab reports (either the hard copy or the electronic copy) will be penalized 10% per day, 15% over the weekend and will not be accepted after one week (7 days) following the designated due date. If they are received following a long weekend, they will be penalized 25% (15% for Saturday and Sunday plus 10% for the additional day).

Re-marking Policy

Students have one week to review marked assignments, lab reports, quizzes, journal entries, practical assessments, etc... and resubmit them. Any resubmissions will involve remarking of the entire assignment and students will be given the grade assigned after the second review.

Accessibility Statement

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach an instructor and/or the Resource Centre for Students with a Disability (RCSD)

device. We will remind you and provide you with more detailed information nearer the time but please be thinking about this important activity during the course.

Formal Laboratory Report Format

- **All laboratory reports must be written up individually.**
- Text should be type written and double-spaced.
- Use 12 point font of a standard

spaced T @ 0 2400000 0 0

University Policy on Academic Integrity

Suspected cases of plagiarism or cheating will be documented and submitted to the department chair for penalty assessment as described in the UVic calendar (2014-2015).

Plagiarism

A student commits plagiarism when he or she:

- submits the work of another person as original work
- gives inadequate attribution to an author or creator whose work is incorporated into the student's work, including failing to indicate clearly the inclusion of another individual's work
- paraphrases material from a source without sufficient acknowledgement as described above

Falsifying Materials Subject to Academic Evaluation

Falsifying materials subject to academic evaluation includes, but is not limited to:

- fraudulently manipulating laboratory processes, electronic data or research data in order to achieve desired results
- using work prepared by someone else and submitting it as one's own
- citing a source from which material was not obtained
- using a quoted reference from a non-original source while implying reference to the original source
- submitting false records, information or data, in writing or orally

Cheating on Assignments, Tests and Examinations

Cheating includes, but is not limited to:

- copying the answers or other work of another person
- sharing information or answers when doing take-home assignments, tests and examinations except where the instructor has authorized collaborative work
- having in an examination or test any materials or equipment other than those authorized by the examiners

Collaborative Work (Penalties) * See below for details specific to this course.

In cases in which an instructor has provided clear written instructions prohibiting certain kinds of collaboration on group projects, instances of prohibited collaboration on a substantial part of the assignment should result in a grade of zero for the assignment, while instances of prohibited collaboration on the bulk of the assignment should result in a grade of F for the course.

*** In BCMB 406A, it is required that all assignments and lab reports be written up independently. Collaborative work is only allowed in specific situations when students are directed to share data by the instructor. Students can discuss thoughts and ideas**

with other students but all written work must be original. Be sure to submit work that is entirely your own.

16. **Dispose of infectious solid waste in the yellow biohazard buckets for autoclaving.**
This includes pipette tips, agar plates, contaminated gloves or paper towels, etc...
17. **Report any accidents or safety concerns to an instructor immediately.**
 - If skin comes into contact with chemicals, wash immediately with cold running water for at least 10 min.
 - In the event of a bacterial spill, pour an equal volume of bench disinfectant on top of the spill and allow it to sit for five minutes. Clean up the spill wearing gloves and using a no-touch technique. Discard all waste in a yellow biohazard bucket for autoclaving. **WASH YOUR HANDS with hand disinfectant and soap.**
 - Do not pick up broken glass. The instructor will do this.
 - If something has splashed in your eyes, rinse them at the eye wash station for at least 20 min.
18. **Mouth pipetting is prohibited.** A safety bulb or pipettor must be used.
19. **Sitting on laboratory work surfaces is prohibited.**
20. **Use of cellular devices is not allowed in the lab.**
21. **Note the location of the following safety equipment:**
 - Eye wash station
 - Safety shower
 - Fire extinguisher
 - Telephone
 - Fire alarm
22. **Before leaving the laboratory:**
 - Place all cultures and other contaminated materials to be discarded in the appropriate containers for sterilization in the autoclave
 - Put your experimental materials (**labeled!**) in the appropriate bins or racks for incubation or storage
 - Place contents of "tip discard" and used0002400000 0u.0 1u12ave

Building Evacuation in Case of Fire

If you discover a fire:

- Activate the nearest fire alarm pull station.
- Call **911** and Campus Security Services at **7599**. State your name and location.
- Evacuate the building.

If you hear a fire alarm:

- If possible secure equipment and close windows and doors.
- Follow the established evacuation route. Do not use elevators.
- Meet at your designated Emergency Evacuation Site.
- Do not re-enter the building until permission is given by the Fire Department.

If you cannot evacuate:

- Close the doors between you and the fire.
- If possible call **911** and advise the Fire Department of your situation.
- Hang clothing or a cloth from a window to alert emergency response personnel.

Earthquake Evacuation Procedures

During an Earthquake:

- Get away from windows and heavy objects.
- Duck, cover and hold on. Crouch low to the ground; protect head with your arms; seek cover under and hold onto heavy furniture. Watch for moving objects.
- If you are in an interior hallway, stay there and crouch against the wall. Watch for swinging doors.

After an Earthquake:

- After the shaking stops wait 60 seconds then evacuate the building. Do not use elevators.
- Meet at your designated Emergency Evacuation Site. Keep away from power lines and buildings to avoid falling debris.
- Report any injuries to Campus Security Services.

**Biochemistry and Microbiology
Laboratory Acknowledgement Form**

NAME _____

COURSE _____

LAB INSTRUCTOR _____

Experiments conducted in a Microbiology and Biochemistry laboratory involve the handling of